

Medical Office Technology – 12-Month Program

Medical Keyboarding
Medical Forms
Medical Office Procedures
Medical Terminology / Transcription
Medical Filing
Math / Calculators
Telephone / Voice Mail
Employment Package

Non-Traditional

Courses depend on the student's employment goals

College Prep

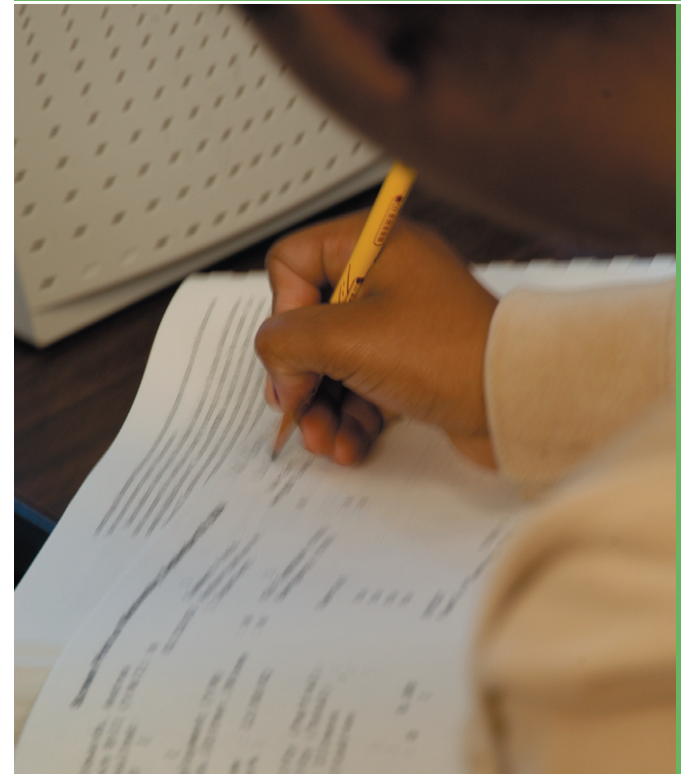
Keyboarding I
Word

Business Education staff works with students to develop skills and abilities to prepare them for employment in the business world whether in industry or an office setting.

Once a student finishes the course work, they can seek employment help at the school's job placement service. The end result: We help students grow emotionally and socially and professionally, preparing for a great future in the working world.



Arkansas Career Training Institute
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P.O. Box 1358
Hot Springs, AR 71901
501.624.4411
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ACTI Business Education

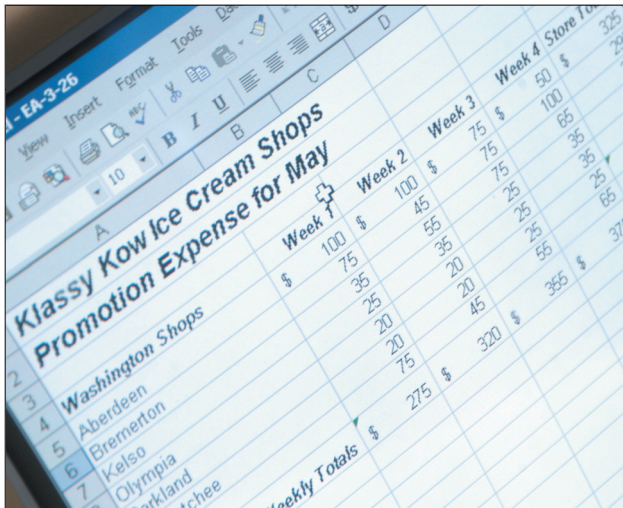
Limitless opportunities.

Business Education

The Hot Springs Rehabilitation Center's Business Education Department can teach you these very skills to compete in today's business climate. By studying with our leading team of professionals, we put students on a path that enhances their ability to succeed in the workplace.

Areas of Study include:

Accounting
Accounts Clerk
Data Entry
General Office Skills
Marketing and Sales
Medical Office Technology
Secretarial / Word Processing



	Week 1	Week 2	Week 3	Week 4	Store Total
Washington Shops	\$ 100	\$ 100	\$ 75	\$ 50	\$ 325
Aberdeen	75	45	75	65	260
Bremerton	35	55	25	35	150
Kelso	25	20	25	25	95
Olympia	20	20	45	65	150
Clarkston	75	320			395
Weekly Totals	\$ 275	\$	\$	\$	\$

Also available:

Individual plan development may utilize non-traditional programs to enhance the student's employment outcomes and college prep courses for students whose rehabilitation plan includes college attendance for employment outcomes

Programs Offered:

Accounting – 14-Month Program

Accounting I & II
Business Math
Keyboarding I
Word and Excel
Employment Packet
Adult Basic Education (ABE), if needed

Secretarial-Word Processing– 12-Month Program

Keyboarding I & II
Records Management
Business Math
Record Keeping
Machine Transcription
Word, Excel, Access and Powerpoint
Employment Packet
Adult Basic Education (ABE), if needed

Data Entry – 9-Month Program

Keyboarding I
Word, Excel, Access and Powerpoint
Employment Packet
Data Entry Activities
Adult Basic Education (ABE), if needed

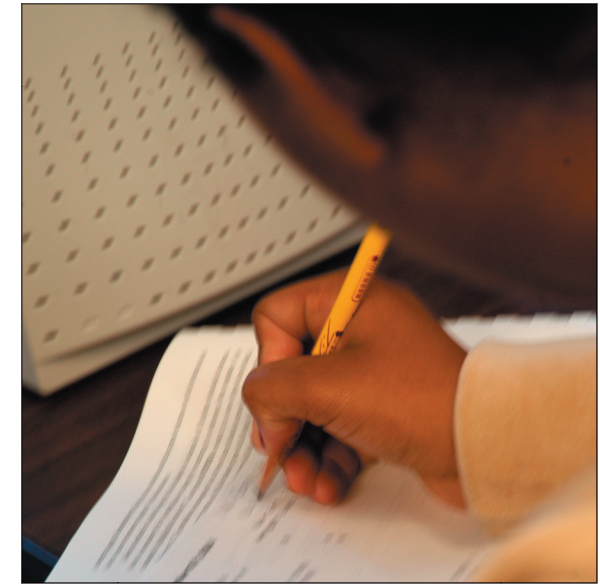
Accounts Clerk – 6-Month Program

Accounting I
Alphabetic Filing
Keyboarding I
Business Math

Word and Excel
Employment Packet
Adult Basic Education (ABE), if needed

General Office Skills – 6-Month Program

Alphabetic Filing
Keyboarding I
Telephone Techniques
Word
Employment Packet
Adult Basic Education (ABE), if needed



Marketing and Sales – 6-Month Program

Keyboarding I
Principles of Marketing
Principles of Selling and Retailing
Principles of Customer Service
Principles of E-Commerce
Math / Calculator
Employment Packet
Adult Basic Education (ABE), if needed